



CITY OF TUSTIN

EMPLOYMENT OPPORTUNITY

POLICE RESERVE OFFICER #07-02

Level I & Level II

\$14.02 to \$21.60 per hour

Salary determined at time of appointment.

CONTINUOUS RECRUITMENT

A completed application and a copy of your P.O.S.T certificate(s) must be submitted to Human Resources with your application.

THE POSITION: Under general supervision performs law enforcement and crime prevention work in the protection of life and property; writes reports; performs related duties as required.

CLASS CHARACTERISTICS: In this series, Police Reserve Officer Level I (non-designated) is the most advanced classification and Police Reserve Officer Level II is the intermediate classification. The Police Reserve Officer Level I, and II are part time, at-will classifications. Level I incumbents may perform general law enforcement duties without immediate supervision; a Level I Reserve Officer is non-designated and has peace officer authority only for the duration of their specific assignment [830.6(a) (1) PC]. Level II incumbents may perform general law enforcement duties under the immediate supervision of a Police Officer and may perform some additional duties without supervision.

EXAMPLES OF DUTIES:

- Patrols, either in a vehicle or on foot, an assigned area during an assigned shift and looks for indicators of possible criminal activity or threats to life and property; answers calls for police services; enforces City, county, and state laws; makes field contacts and completes forms; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, robberies, vehicle accidents, suspected homicides, and other criminal incidents.
- Transports prisoners and evidence as assigned.
- Makes traffic stops and issues warnings or citations; checks vehicles and observes vehicle occupants; directs traffic and arranges for the clearing of roadways, interviews drivers and witnesses and prepares reports; directs traffic at fires, special events, and other emergency or congested situations. May conduct traffic control and security at parades and/or sporting events; responds to calls related to traffic incidents and other emergencies; observes, monitors, and controls routine and unusual traffic conditions; assists and advises motorists and enforces traffic safety laws; enforces parking regulations.
- Takes information and writes reports and field notes; participates in staff development; attends briefings and training sessions; performs routine maintenance on assigned patrol vehicle, firearms, and other equipment.
- Assists the public and answers questions; administers first aid and responds to calls for medical assistance; establishes and maintains good relationships with the general public.
- Makes arrests as necessary; serves warrants and subpoenas; conducts searches and seizures involving people, vehicles and structures; interviews victims, complainants, and witnesses; interrogates suspects; investigates scenes of vehicle accidents; gathers and preserves evidence; receives, searches, fingerprints and books prisoners; testifies and presents evidence in court.
- Contacts and cooperates with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.
- As assigned, makes presentations before a variety of public groups to promote crime prevention activities and to enhance public understanding of Police Department activities; serves as liaison to neighborhood watch groups and schools.

SEE ATTACHED "ADDITIONAL INFORMATION" FOR MORE DETAILS

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Additional Information

MINIMUM QUALIFICATIONS:

Education/Experience: **Level I** (non-designated): Equivalent to graduation from high school, successful completion of a POST certified Basic Academy (intensive, extended or modular format) and successful completion of a POST-approved Field Training Program [400 hours; Commission Regulation 1007(a)(1)(D)]. College courses are highly desirable. **Level II:** Equivalent to graduation from high school and successful completion of a POST certified Level III Module for Police Reserve Officers **and** completion of a POST certified Level II module for Police Reserve Officers. College courses are highly desirable. **A copy of your POST certificate(s) is required to be submitted with your application.**

SPECIAL REQUIREMENTS:

- Must be 21 years of age at time of appointment.
- Possession of, or ability to obtain, a Class C California driver's license and a satisfactory driving record.
- Must possess U.S. Citizenship at time of appointment or must have applied for U. S. Citizenship at least one year prior to date of application.
- May not have any felony or serious misdemeanor convictions.
- Must be in excellent physical condition; weight in proportion to height; normal hearing; vision 20/100 correctable to 20/20; normal color vision. Must be physically capable of performing the duties of a Police Officer.
- Must receive satisfactory results from a background investigation, physical and/or psychological examination, administrative screening and an interview with the Police Chief or designated person.

Knowledge of: Working knowledge of modern practices and techniques of law enforcement, patrol, investigation, public relations, and report writing; Vehicle and Penal Codes; legal rights of citizens; court procedures; laws of arrest, search and seizure procedures and the rules of evidence.

Ability to: Ability to communicate clearly and concisely, both orally and in writing; observe accurately and remember faces, numbers, incidents and places; establish and maintain effective relationships with the community; use and care of firearms and small equipment; think and act quickly in emergencies, and judge situations and people accurately; learn, understand and interpret laws and regulations; prepare accurate and grammatically correct written reports; respond to emergency and problem situations in an effective manner; understand, explain and apply policies and procedures; make clear and concise radio transmissions; understand and follow verbal and written directions; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; meet the established physical requirements; meet Police Officer requirements contained in the California State Government Code.

PHYSICAL REQUIREMENTS: Position requires prolonged sitting, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The incumbent must also be able to lift, carry, drag, pull and push objects and persons weighing at least 165 pounds; stand for extended periods of time such as in guarding a crime scene; run for extended periods of time such as in foot pursuit of suspects; distinguish colors and observe and recognize people, vehicles and environmental conditions during the day and night; recall details concerning incidents, people and occurrences to write thorough, accurate and complete reports; hear radio transmissions in noisy environments such as in a busy intersection; maintain composure and good judgment while under stress.

Please note: Level of placement is at the discretion of the Police Chief. Changes may be made to this class specification subject to the needs of the organization, changes in legislation and/or Police Officer Standards and Training (POST).

Lateral Transfer - Pursuant to SB 1955, individuals who have had prior service as a Level I or Level II Reserve Officer (provided there is less than three-year break in service) are considered "grandfathered" and may be appointed to the same or lower level without a requirement to re-qualify by repeating the course(s) and/or taking and passing the examinations required for new Reserve Officers.

City of Tustin

Human Resources Department
300 Centennial Way, Tustin, CA 92780

ABOUT TUSTIN

TUSTIN is a beautiful residential community located near many of Southern California's residential, educational, and cultural attractions. From its incorporation in 1927, Tustin has developed from a small village with 511 residents to its present population of approximately 71,767 residents. By 2020, Tustin's population is expected to grow to approximately 94,754.

TUSTIN is governed by a 5-member nonpartisan City Council under the Council-Manager form of government. A dynamic, professional atmosphere prevails within the City. The City operates with a \$43 million general fund budget and is staffed by approximately 290 full-time employees. The City staff is customer-oriented and enjoys the fast pace that growth brings to the work environment.

RECRUITMENT INFORMATION

APPLICATION PROCESS: Original signed application and supplemental materials must be filled out completely, legibly, and received by 5:00 p.m. on the final filing date. **Postmarked, emailed, or faxed applications will not be accepted.**

EXAMINATIONS: Those applicants who appear to be among the best qualified will be selected to continue in the recruitment process. This process may include a written test, performance exam, oral board panel, or other testing assessment. Some positions require additional psychological, physical, and/or agility testing.

SELECTION: An eligibility list is established for each job classification and is normally valid for one year unless exhausted or canceled. Any candidate on the eligibility list may be selected to fill a vacancy for the same or similar position.

EQUAL OPPORTUNITY: The City of Tustin does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, marital status or political affiliation in its employment actions, decisions, policies, and/or practices.

APPOINTMENT: All employment offers are conditional based upon successfully passing a medical examination, which will include a drug & alcohol test, background investigation, and fingerprinting. Upon hire date, new employees must provide documentation which authorizes the legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986. All new employees are required to take a loyalty oath.

PROBATIONARY PERIOD: New Employees serve a probationary period of at least 12 months; Police Officers and Communications Officer 18 months. An employee may be rejected without cause or recourse during the probationary period.

EMERGENCY SERVICE: All City employees are required to perform assigned emergency service duties in the event of emergency or disaster.

ACCOMMODATION: If you require special accommodation, please contact Human Resources at 714-573-3040 at least 72 hours prior to the test date.

EMPLOYEE BENEFITS

FLEX BENEFIT PLAN: The City provides a specific dollar amount to each regular employee to use toward the purchase of individual or family health and dental plans, additional life insurance, deferred compensation, and other related benefits. Dependent care and medical reimbursement programs are available.

LIFE INSURANCE: All regular full-time employees receive life insurance in an amount that is at least equal to the nearest \$1,000 of their annual salary. The actual amount may be greater depending on the bargaining unit.

TUITION REIMBURSEMENT: Available to regular employees upon passing probation.

DEFERRED COMPENSATION: Employees may defer earnings, on a pre-tax basis, into a 457 deferred compensation program. This program is available to all employees who choose to participate; it is mandatory for part-time employees in lieu of Social Security.

RETIREMENT: Benefits are provided by the Public Employee's Retirement Systems (PERS). Each regular full-time employee becomes a member immediately upon hire. The City pays the employee's contribution to PERS (sworn employees may cost share after 07/05). General unit 2% @ 55; Safety unit 3% @ 50.

HOLIDAYS: 11 paid holidays.

GENERAL LEAVE: 160 to 248 general leave hours per year for vacation or sickness depending on classification and length of service.

LONG-TERM DISABILITY: Regular employees are required to participate in a long-term disability insurance program which will provide income for an employee who becomes disabled because of injury or accident.

MEDICARE: All newly hired employees contribute a portion of gross salary for Medicare coverage as determined by Federal regulations.

PART TIME: Certain designated part-time positions are eligible for benefits on a pro-rata share of hours worked (½ or ¾ share).

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Acceptance of an application does not necessarily mean qualification for the position.